



DJJ Parole Counting Rules

1/6/2010

	A	B	C
1		SOURCE	COUNTING RULE
2	A. ADMINISTRATION	Title	
3	Budget Allotment	Title	
4	Allotment	Division Reported	Use the latest Budget Change Document, total General Fund column, total of Program line. This pertains to funds for Program 25.
5	Surplus/Deficit	Division Reported	Use the latest Monthly Budget Plan, Net General Fund line. For example, if the reporting period is June 2006 the information from the May 2006 Monthly Budget Plan would be used to complete this section.
6	Accounting	Title	
7	Travel Expenditures	Division Reported	Enter the dollar amount of travel expenditures incurred for the reporting period.
8	Personnel	Title	
9	Budgeted Positions	Division Reported	Data is received the first week of the month for the previous month's data.
10	Filled Budgeted Positions	Division Reported	Data is received the first week of the month for the previous month's data.
11	920 Blanket	Division Reported	Data is received the first week of the month for the previous month's data. The staff in the 920 Blanket are included in the total number of staff for vacancy reporting purposes. 920 Blanket refers to those staff on Long Term Sick status.
12	918 Blanket	Division Reported	Data is received the first week of the month for the previous month's data. The staff in the 918 Blanket are included in the total number of staff for vacancy reporting purposes. 918 Blanket refers to those staff who are being paid when there is not an authorizing position.
13	902 Blanket	Division Reported	Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the previous month's data. 902 Blanket refers to those staff who are being paid as temporary employees.
14	916 Blanket	Division Reported	Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the previous month's data. 916 Blanket refers to retired annuitant staff.
15	Number of "Other" Type of Leave	Division Reported	Display Purpose Only - (Not factored into formula). Other off pay status employees in established positions. Examples include Long Term Sick employees still in their budgeted position numbers and employees out on Military Leave still in their budgeted position numbers, etc. This information will be reported by Personnel, Personnel Assignment or the Budget Analyst.
16	Vacancy Total	Formula Driven Line	Budgeted Positions - [minus] (Filled Budgeted Positions + [plus] 920 & 918 Blanket Positions) = Vacancy Total
17	Vacancy Rate %	Formula Driven Line	Enter the 'Total number of Vacancies divided by the 'total ' number of Budgeted Positions = Vacancy Rate Percentage
18	Overtime	Title	
19	Total Dollars	Division Reported	Enter the total dollars reported for overtime during the reporting period.
20	Total Hours	Division Reported	Enter the total hours reported for overtime during the reporting period.
21	Number of Staff Who Worked	Division Reported	Enter the total number of staff who worked overtime during the reporting period.
22	Average Hours Per Staff	Formula Driven Line	Formula: "Total Number Hours" ÷ "Total of All Personnel in Filled Positions" = Average Hours per Staff
23	Training	Title	
24	Allotment	Division Reported	Use the latest Budget Change Document for the current Fiscal Year's training allotment.
25	Training Requests Planned	Division Reported	Enter the number of staff enrolled to attend training. The data represents the total for the previous calendar month.
26	Total Training Hours Provided	Division Reported	Enter the total number of hours scheduled for training during the previous calendar month.
27	Training Requests Processed	Division Reported	This is the number of staff who actually attended and completed training during the previous calendar month.
28	Total Expenditures	Division Reported	Enter the dollar amount of training expenditures incurred for the reporting period for the previous month.
29	Training Balance	Division Reported	Enter the dollar amount currently available from allocated training funds. The data represents available funds after the previous calendar month's usage.



DJJ Parole Counting Rules

1/6/2010

	A	B	C
1		SOURCE	COUNTING RULE
30	Sick Leave	Title	
	Total Hours	Division Reported	Enter the total hours reported for Sick Leave during the reporting period.
31	Average Hours per Staff	Formula Driven Line	Formula: "Total Number Hours" ÷ "Total of All Personnel in Filled Positions" = Average Hours per Staff
32			
33	In-Lieu of Sick Leave	Title	
	Total Hours	Division Reported	Enter the total hours reported for In-Lieu of Sick Leave during the reporting period.
34	Average Hours per Staff	Formula Driven Line	Formula: Total Sick Leave ÷ Total of All Personnel in Filled Positions = Average Hours Per Staff
35			
36	Workers' Compensation	Title	
	Total Number of Staff Off Work due to Accepted and Pending Claims.	Division Reported	Enter the number of staff off work due to an approved or pending workers' compensation claim. Enter the data as a point-in-time number as of the last working day of each reporting period.
37			
	Pending Claims	Division Reported	Enter the number of work related compensation claims that are pending during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period.
38			
	New Claims	Division Reported	Enter the number of work related compensation claims that were initiated during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period.
39			
	Closed Claims	Division Reported	Enter the number of work related compensation claims that were closed during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period.
40			
41	NDI	Title	
	Total Number of Staff Off Work due to Non-Work Related Illness/Injuries.	Division Reported	Enter the number of staff off work due to a non-work related illness or injury. This includes rejected workers' compensation claims. Enter the data as a point-in-time as of the last working day of each reporting period.
42			
43	FMLA	Title	
	Total Number of Staff Off Work due to Non-Work Related Illness/Injuries.	Division Reported	Enter the number of staff off work due to a non-work related illness or injury. This includes rejected workers' compensation claims. Enter the data as a point-in-time as of the last working day of each reporting period.
44			
45	Employee Grievances and Staff Complaints	Title	
	Total	Formula Driven Line	Formula: Sum of: "Health & Safety" + "Conditions of Work" + "E.E.O." = Total Employee Grievances and Staff Complaints
46			
	Health & Safety	Division Reported	This is the total number of formal health and safety grievances and staff complaints that were filed during the preceding calendar month.
47			
	Conditions of Work	Division Reported	This is the total number of formal conditions of work and staff complaints that were filed during the preceding calendar month.
48			
	E.E.O.	Division Reported	This is the total number of EEO complaints that were filed during the preceding calendar month.
49			
50	Staff Investigations	Title	This section excludes Medical Staff investigations.
	Total Central Intake Requests	Division Reported	Enter the number of Central Intake Requests submitted during the reporting period.
51			
	Central Intake Requests Accepted	Division Reported	Enter the number of Central Intake Requests accepted during the reporting period.
52			
	Central Intake Requests Rejected	Division Reported	Enter the number of Central Intake Requests rejected and returned during the reporting period. This is a point in time count as of the last day of the reporting period.
53			
	Central Intake Requests Approved for Direct Action	Division Reported	Enter the number of Central Intake Requests approved for Direct Action during the reporting period. This is a point in time count as of the last day of the reporting period.
54			
	Total Direct Action Requests Submitted	Division Reported	Enter the number of Direct Action Requests submitted during the reporting period. This is a point in time count as of the last day of the reporting period.
55			
	Total Direct Action Requests Accepted	Division Reported	Enter the number of Direct Action Requests accepted during the reporting period. This is a point in time count as of the last day of the reporting period.
56			
	Total Direct Action Requests Rejected	Division Reported	Enter the number of Direct Action Requests rejected and returned during the reporting period. This is a point in time count as of the last day of the reporting period.
57			
	Number of Open Investigations	Division Reported	Enter the total number of open investigations during the reporting period. This is a point-in-time count as of the last day of the reporting period.
58			
	Number of Closed Investigations	Division Reported	Enter the total number of investigations closed during the reporting period. This is a point-in-time count as of the last day of the reporting period.
59			
	Investigations Exceeding 180 Calendar Days	Division Reported	Enter the total number of investigations that have exceeded 180 calendar days.
60			
	Investigations Exceeding the Statute of Limitations	Division Reported	Enter the total number of investigation that have exceeded the statute of limitations.
61			



DJJ Parole Counting Rules

1/6/2010

	A	B	C
1		SOURCE	COUNTING RULE
62	Adverse Actions	Title	
63	Total	Division Reported	Enter the total number of adverse actions initiated during the reporting period.
64	Dismissals	Division Reported	Enter the total number of dismissals issued during the reporting period.
65	Rejection on Probation	Division Reported	Please provide the number of staff rejections on probation during the reported period.
66	B. DIVISION SPECIFIC-	Title	
67	CHARACTERISTICS	Title	
68	PAROLE CASELOADS	Title	
69	Active Parole (not miss or detained)	Division Reported	Your assigned cases that are not missing or detained as reported in OBITS.
70	Missing w/ warrant	Division Reported	Your assigned cases with an active unit or CLETS warrant as reported in OBITS.
71	Total Detained (Calculated)	Formula Driven Line	This is a calculated field (NO DATA ENTRY NECESSARY)
72	TOTAL (Must equal # Cases assigned)	Formula Driven Line	This is a calculated field (NO DATA ENTRY NECESSARY)
73	DETAINED	Title	
74	Local Confinement	Division Reported	Data collected from OBITS of assigned cases of those in local confinement (county jail, police custody facility, etc.).
75	DJJ Facility	OBITS	Data collected from OBITS of assigned cases of those housed in a DJJ Facility.
76	DAI Facility	OBITS	Data collected from OBITS of assigned cases of those housed in a DAI Facility.
77	Total Detained (Calculated)	Formula Driven Line	This is a calculated field (NO DATA ENTRY NECESSARY)
78	PLACEMENTS	Title	
79	DJJ Subsidized	Division Reported	Agent/SPA to report data for assigned cases whose room/board are being paid for with DJJ funds.
80	Non-DJJ Subsidized	Division Reported	Agent to report assigned cases who are living with others and are not paying at least 50% of the living expenses. This also includes your assigned cases who are missing (active warrants)/ unknown (0 ACT, not cooperating and whereabouts unknown).
81	Self-Supporting	Division Reported	Agent/SPA to report data for assigned cases who are living on their own or are paying at least 50% of the living expenses. This can include cases living with their parents, but paying at least 50% of the living expenses.
82	Total Detained (Calculated)	Formula Driven Line	This is a calculated field (NO DATA ENTRY NECESSARY)
83	TOTAL (Must equal # Cases assigned)	Formula Driven Line	This is a calculated field (NO DATA ENTRY NECESSARY)
84	OTHER CASE TYPES	Title	
85	Interstate (Z Cases)	Division Reported	The number of parolees from other states supervised by DJJ as reported in OBITS.
86	INS - Deported	Division Reported	All foreign-born parolees who have not been designated legal residents by the INS as reported in OBITS.
87	Dual Commitments	Division Reported	Agent/SPA to report data for assigned cases on active DJJ and DAI parole.
88	KEY PERFORMANCE INDICATORS	Title	
89	TOTAL PAROLE VIOLATIONS (TPV)	Formula Driven Line	This is a calculated field (NO DATA ENTRY NECESSARY)
90	Methods to Address Violations	Title	
91	Corrective Action Plans	Division Reported	Agent to report data for assigned violation cases disposed of via CAP.
92	Not in Custody Status (NIC)	Division Reported	Agent to report data for assigned violation cases disposed of via NIC HEARING.
93	Probable Cause Hearings (PCH)	Division Reported	Agent to report data for assigned violation cases disposed of via PCH.
94	Revocation Hearings (Rev Hearings)	Division Reported	Agent to report data for assigned violation cases disposed of via REVOCATION HEARING.



DJJ Parole Counting Rules

1/6/2010

	A	B	C
1		SOURCE	COUNTING RULE
95	VIOLATION BEHAVIORS	Title	
96	SUBSTANCE ABUSE	Title	
97	Alcohol	Division Reported	Agent to report violation cases involving alcohol as a sustained allegation, include a "1" for each different sustained substance.
98	Marijuana	Division Reported	Agent to report violation cases involving marijuana as a sustained allegation, include a "1" for each different sustained substance.
99	Methamphetamines	Division Reported	Agent to report violation cases involving methamphetamines as a sustained allegation, include a "1" for each different sustained substance.
100	Cocaine	Division Reported	Agent to report violation cases involving cocaine as a sustained allegation, include a "1" for each different sustained substance.
101	Heroin	Division Reported	Agent to report violation cases involving heroin as a sustained allegation, include a "1" for each different sustained substance.
102	BEHAVIORAL	Title	
103	Gang Related	Division Reported	Agent to report violation cases involving gang-related behaviors as a sustained allegation, include a "1" for each different sustained behavior.
104	Domestic Violence	Division Reported	Agent to report violation cases involving domestic violence behaviors as a sustained allegation, include a "1" for each different sustained behavior.
105	Theft (Any)	Division Reported	Agent to report violation cases involving theft behaviors as a sustained allegation, include a "1" for each different sustained behavior.
106	Weapons	Division Reported	Agent to report violation cases involving weapons behaviors as a sustained allegation, include a "1" for each different sustained behavior.
107	Violence (Not DV related)	Division Reported	Agent to report violation cases involving violence as a sustained allegation, include a "1" for each different sustained behavior.
108	Absconding (more than 30 days)	Division Reported	Agent to report violation cases involving absconding as a sustained allegation, include a "1" for each different sustained behavior.
109	ALTERNATIVES TO REVOCATION OPTIONS	Title	
110	Treatment Program	Division Reported	Agent to report violation cases involving a treatment program received for one or more of the sanctions listed, put a "1" for each different sanction he/she received.
111	AA/NA	Division Reported	Agent to report violation cases involving an AA/NA treatment program received for one or more of the sanctions, put a "1" for each different sanction he/she received.
112	Additional Public Service	Division Reported	Agent to report violation cases involving an additional public service treatment program received for one or more of the sanctions, put a "1" for each different sanction he/she received.
113	Anger Management Counseling	Division Reported	Agent to report violation cases involving an anger management counseling treatment program received for one or more of the sanctions, put a "1" for each different sanction he/she received.
114	Court Ordered Program/Counseling	Division Reported	Agent to report violation cases involving a court-ordered program/counseling treatment program received for one or more of the sanctions, put a "1" for each different sanction he/she received.
115	Domestic Violence Counseling	Division Reported	Agent to report violation cases involving a domestic violence treatment program received for one or more of the sanctions, put a "1" for each different sanction he/she received.
116	Electronic Monitor/GPS	Division Reported	Agent to report violation cases involving an electronic monitor/GPS treatment program received for one or more of the sanctions, put a "1" for each different sanction he/she received.
117	Gang Diversion Program	Division Reported	Agent to report violation cases involving a gang diversion treatment program received for one or more of the sanctions, put a "1" for each different sanction he/she received.
118	Group Home	Division Reported	Agent to report violation cases involving a group home treatment program received for one or more of the sanctions, put a "1" for each different sanction he/she received.
119	Impact Transitional Living Program	Division Reported	Agent to report violation cases involving an Impact Transitional Living Program received for one or more of the sanctions, put a "1" for each different sanction he/she received.
120	Inpatient Mental Health Hospital	Division Reported	Agent to report violation cases involving an inpatient mental health hospital treatment program received for one or more of the sanctions, put a "1" for each different sanction he/she received.
121	None	Division Reported	If your violation case did not receive one of the listed sanctions, put a "1" in the None row.
122	Other Program	Division Reported	Agent to report violation cases involving an 'Other' treatment program received for one or more of the sanctions, put a "1" for each different sanction he/she received.



DJJ Parole Counting Rules

1/6/2010

	A	B	C
1		SOURCE	COUNTING RULE
123	Outpatient Mental Health Counseling	Division Reported	Agent to report violation cases involving an outpatient mental health counseling treatment program received for one or more of the sanctions, put a "1" for each different sanction he/she received.
124	Outpatient Sex Offender Counseling	Division Reported	Agent to report violation cases involving an outpatient sex offender counseling treatment program received for one or more of the sanctions, put a "1" for each different sanction he/she received.
125	Parent Counseling	Division Reported	Agent to report violation cases involving a parent counseling treatment program received for one or more of the sanctions, put a "1" for each different sanction he/she received.
126	Proposition 36 Program	Division Reported	Agent to report violation cases involving a Proposition 36 treatment program received for one or more of the sanctions, put a "1" for each different sanction he/she received.
127	Residential Mental Health Program	Division Reported	Agent to report violation cases involving a residential mental health program received for one or more of the sanctions, put a "1" for each different sanction he/she received.
128	Residential Sex Offender Program	Division Reported	Agent to report violation cases involving a residential sex offender treatment program received for one or more of the sanctions, put a "1" for each different sanction he/she received.
129	Residential Substance Abuse Program	Division Reported	Agent to report violation cases involving a residential substance abuse treatment program received for one or more of the sanctions, put a "1" for each different sanction he/she received.
130	REVOCATIONS	Title	
131	Total number of revocations	Division Reported	Agent/SPA to report the total number of parolees whose parole was revoked by the Board during the reporting period.
132	RECOMMITMENTS	Title	
133	Total number of DJJ recommitments	Division Reported	Agent/SPA to report the total number of parolees who were recommitted to DJJ during the reporting period.
134	DISCHARGES	Title	
135	Honorable	Division Reported	Number of OBITS reported parolees who have completed an exemplary parole period.
136	General	Division Reported	Number of OBITS reported parolees who have completed a standard parole period.
137	Dishonorable	Division Reported	Number of OBITS reported parolees who have completed an unsatisfactory parole period.
138	Recalls (Non-707b cases)	Division Reported	Agent to report the number of parolees who were recalled by the commitment county.
139	Total # of Discharges	Formula Driven Line	This is a calculated field (NO DATA ENTRY NECESSARY)
140	PROGRAMS	Title	
141	EDUCATION/VOCATIONAL TRAINING	Title	** If a parolee has more than one certificate or diploma, give credit for each.
142	Number with High School Diplomas	Division Reported	Agent to report the number of parolees with high school diplomas.
143	Number with GED Certificates	Division Reported	Agent to report the number of parolees with GED certificates.
144	Number with High School Equivalency	Division Reported	Agent to report the number of parolees with HSE certificates.
145	Number with Vocational Certificate	Division Reported	Agent to report the number of parolees with vocational certificates.
146	Number with College Degree	Division Reported	Agent to report the number of parolees with college degrees.
147	CURRENTLY IN SCHOOL/TRAINING	Title	
148	Number in Parole School	Division Reported	Agent to report the number of parolees in parole school. (This is a school in the parole office regardless if it is funded by the county or parole)
149	Number in High School	Division Reported	Agent to report the number of parolees in high school. (This category includes adult and alternative schools in the community)
150	Number in Vocational	Division Reported	Agent to report the number of parolees in trade school.
151	Number in College	Division Reported	Agent to report the number of parolees in college. (If they are out for the summer or spring break, enter a "0" in the field.)



DJJ Parole Counting Rules

1/6/2010

	A	B	C
1		SOURCE	COUNTING RULE
152	EMPLOYMENT	Title	
	Number Employed Full-Time	Division Reported	Agent to report the number of parolees employed full-time (40hrs or more per week).
153	% Employed Full-Time	Formula Driven Line	This is a calculated field (NO DATA ENTRY NECESSARY)
154	Number Employed Part-Time	Division Reported	Agent to report the number of parolees employed part-time (less than 40hrs per week).
155	% Employed Part-Time	Formula Driven Line	This is a calculated field (NO DATA ENTRY NECESSARY)
156			
157	COUNSELING SERVICES	Title	
	Psychological Counseling	Division Reported	Agent to report the number or parolees receiving psychological counseling.
158	Sex Offender Counseling	Division Reported	Agent to report the number of parolees receiving sex offender counseling.
159	Substance Abuse Counseling	Division Reported	Agent to report the number of parolees receiving substance abuse counseling.
160			
161	TRANSITION PLACEMENT SERVICES	Title	
	Psychological Beds Filled	Division Reported	Agent to report the number or parolees utilizing psychological beds.
162	Sex Offender Beds Filled	Division Reported	Agent to report the number or parolees utilizing sex offender beds.
163	Substance Abuse Beds Filled	Division Reported	Agent to report the number of parolees utilizing substance abuse beds.
164			
165	PAROLEE PARTICIPATION IN SERVICES	Title	
	Participating in Community Service	Division Reported	Agent to report the number or parolees participating in community service.
166	Number of Comm. Ser. Hours This Period	Division Reported	Agent to report the number of community service hours completed this period.
167	Avg # hours per parolee	Formula Driven Line	This is a calculated field (NO DATA ENTRY NECESSARY)
168			
169	RESTITUTION	Title	
	Number of Parolees Owning Restitution	Division Reported	Agent to report data if a parolee owes restitution type a "1" if not enter a "0" or leave blank.
170	Total Amount Owed (Fine/Victims)	Division Reported	Agent to report the total amount of victim restitution and fine combined owed at the beginning of the reporting period.
171	Total Amount Collected This Period	Division Reported	Agent to report the total amount of overall restitution collected this reporting period.
172			
173	COMMUNITY ASSESSMENT REPORTS	Title	
	Number of CARS Assigned	Division Reported	Number of Community Assessment Reports (CAR) Assigned during the reporting period
174	Number of CARS Completed	Division Reported	Number of Community Assessment Reports Completed during the reporting period
175	Number of Institutional contacts related to CARS	Division Reported	Number of institutional contacts by field parole related to CAR completion
176	Number of contacts with wards related to CAR completion	Division Reported	Number of contacts with ward related to CAR completion (Phone, face-to-face, written or other)
177	Number of contacts with ward's families	Division Reported	Number of contacts with ward's family related to CAR completion (Phone, face-to-face, written or other)
178	Number of parole office video conferences	Division Reported	Number of CAR related Video Conferences held at the office location
179			
180	PAROLE PLACEMENT PLANS	Title	
	Number of Placement Plans Assigned	Division Reported	Number of Placement Plans assigned during the reporting period
181	Number of Placement Plans Completed	Division Reported	Number of Placement Plans completed during the reporting period
182			



DJJ Parole Counting Rules

1/6/2010

	A	B	C
1		SOURCE	COUNTING RULE
183	PAROLE DUE PROCESS COMPLIANCE	Title	
184	% Compliance with PCD Step	Division Reported	% of compliance with the Probable Cause Determination step for the reporting period
185	% Compliance with NOR Step	Division Reported	% of compliance with the Notice of Rights step for the reporting period
186	% Compliance with REFER Step	Division Reported	% of compliance with the Referral step for the reporting period
187	% Compliance with VIOLATION Step	Division Reported	% of compliance with the Violation step for the reporting period